

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 17 December 1954

FROM : Chief, Administrative Branch, Support Staff

SUBJECT: 1954 Major Accomplishments of the
Administrative Branch

1. The following are those major accomplishments of this Branch which, in my opinion, were done in an outstanding manner. These accomplishments are listed by function rather than by individual since I feel that in all these cases several individuals, including clerical personnel, were responsible for the success of the undertaking:

a. Career Management Program:

The fruition of this program in the year 1954 was the result of the efforts of many individuals. While the Career Management Officer deserves a major share of the credit, the ground work leading to the success of this program was laid by various members of the Career Service Board in addition to the previous and present OTR Personnel Officers and to the members of the Personnel Section.

b. Revised System for Processing External Training Requests:

The major share of the credit for the operation of this improved system could go to Major [REDACTED] H25X1A9a ever, the credit for the development of the system must be shared with the Assistant Administrative Officer, clerical personnel on the staff, and members of the Language and External Training School.

c. Records Management Program:

While the success of this program in 1954 is obvious, it is notable principally when compared with the previous year when no program of this kind existed. Mr. [REDACTED] has done a fine job in implementing the program, especially the publication of the Master Filing Index and the setting up of subject file systems in various offices throughout the Office of Training. 25X1A9a

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d. Organization and Administration of Recreational Activities:

(1) OTR Golf Tournament

In the interest of OTR morale, I think Mr. [REDACTED] deserves credit for his organization of the OTR Golf Tournament.

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(2) Christmas Meeting and Social:

Various members of the staff have spent considerable time in the organization and administration of the annual OTR Christmas meeting and social. While this was a team effort, Major [REDACTED] are responsible for the planning and direction.

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